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*Stark County Law Library Association*

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## **BEGINNERS**

## International Law

We have not featured International Law here for quite a while, and I ran across a good resource today while researching the SCLLA Blog <<http://temp.starklawlibrary.org/blog/>>. It is The American Society for International Law's Guide to Electronic Resources on International Law at <<http://www.asil.org/index.html>>.

The Table of Contents consists of links to the following chapters:

- Introduction to the Guide <<http://www.asil.org/resource/ergintr1.htm>>
- Human Rights <<http://www.asil.org/resource/humrts1.htm>>
- International Commercial Arbitration <<http://www.asil.org/resource/arb1.htm>>
- International Criminal Law <<http://www.asil.org/resource/crim1.htm>>
- International Economic Law <<http://www.asil.org/resource/iel1.htm>>
- International Environmental

Law <<http://www.asil.org/resource/env1.htm>>

- International Intellectual Property Law <<http://www.asil.org/resource/ip1.htm>>
- International Organizations <<http://www.asil.org/resource/intorg1.htm>>
- Private International Law <<http://www.asil.org/resource/pil1.htm>>
- Treaties <<http://www.asil.org/resource/treaty1.htm>>
- United Nations <<http://www.asil.org/resource/un1.htm>>

The Guide to Electronic Resources is complemented by EISIL (Electronic Information System for International Law), "a free online database that organizes and provides links to, and useful information on, web resources from the full spectrum of international law."<sup>1</sup>

The site also contains a searchable bibliographic index of articles and other content from ASIL publications, including: American Journal of International Law (AJIL) - from 1990 to

## BEGINNER International Law (Cont.)

present; ASIL Insights - from 1997 to present; includes URL link to full text; ASIL Newsletter (ASIL Newsl.) - selected items from 1990 to present; ASIL Proceedings (ASIL Proc.) - from 1990 to present; International Legal Materials (ILM) - from 1990 to the present.<sup>2</sup>

The ASIL publications, the EISIL database and each of the Society's publications can be searched from the Advanced Search page at <<http://www.asil.org/system/advancedsearch.htm>>.

The Resource Guide can also be purchased in book format for \$35.00.



## INTERMEDIATE Where Was That?

How many times do you ask yourself that question when doing research on the Web? If you are like me, it has become an embarrassing number of times. For that reason I have long since decided that privacy is less important to me than having my search history available for perusal.

Most of the major search engines offer you the option of having your search habits recorded for posterity on their servers. This option isn't for everyone, but I believe that my search habits are so mundane

that no one but me could possibly be interested in them! If you need help remembering your sites, the major players are:

- Google's Search History <<http://www.google.com/searchhistory>> I particularly appreciated being able to bookmark, then label and later filter my sites by project name. The "Pause" and "Resume" feature allows you a bit of privacy when you really want it! And Google's Search Trends will provide some interesting insights into your search habits.

## INTERMEDIATE Where Was That? (Cont.)

- Yahoo's My Web 2.0 <<http://myWeb2.search.yahoo.com>> is more of a social bookmarking tool for my taste, but try it before you decide.
  - AOL's Saved Searches feature <<http://aolsearch.aol.com/aol/webhome>> (green box in the upper right-hand corner).
- Up-and-comers include Ask.com's Saved Results <<http://mystuff.ask.com>> and A9.com's Diary <<http://diary.a9.com>>. <sup>3</sup>

## ADVANCED Metadata, Part III

Now that you know what metadata is and where to find it, we will take a look at how to avoid it, thus reducing the embarrassing problems that metadata can cause. There are three basic methods of dealing with metadata: 1) cutting it off at the source, 2) using "scrubber" software, and 3) converting documents to PDF format.

The best source of information on getting rid of hidden data is the manufacturer itself. The following links give step-by-step instructions on removing metadata from specific document types.

- "Find and remove metadata (hidden information) in your legal documents: Help Applies to PowerPoint, Word, Excel in the 2000 & 2002 generation" <<http://office.microsoft.com/en-us/assistance/HA010776461033.aspx>>
- "How to minimize metadata in Word 2003" <<http://support.microsoft.com/kb/825576>>
- "Control metadata in your legal documents: Help Applies to: Microsoft Office Excel 2003, Microsoft Office PowerPoint® 2003, Microsoft



**ADVANCED****Metadata, Part III (Cont.)**

Office Word 2003” <<http://office.microsoft.com/en-us/assistance/HA011400341033.aspx?mode=print>>

- Office 2003/XP Add-in: Remove Hidden Data that is available at <<http://www.microsoft.com/downloads/details.aspx?FamilyId=144E54ED-D43E-42CA-BC7B-5446D34E5360&displaylang=en>>
- WordPerfect Office X3 includes “Save Without Metadata.” This menu option lets you save documents without the comments, undo history, reviewers' notes and other confidential and potentially embarrassing text that's often hidden inside a file.

For documents from other generations, the next best way to remove the metadata is to copy the final version into a brand new document. Do this via “cut and paste” and not with a file import command.<sup>4</sup>

Another alternative is to print out the document and scan it in PDF **image** format, printing directly to PDF format or using text PDF will NOT significantly secure metadata.

If you are a beginner or intermediate reader enticed by the topic of metadata but intimidated by the instructions above, here are two simple first steps that will help eliminate the most potentially embarrassing metadata.

- Make sure that the “Fast Saves” feature is turned off. To do this, click on “Tools”, the “Options”, then the “Save” tab, and uncheck “Allow fast saves.”
- “If you used features such as tracked changes, document versions or comments, make sure you delete the information that is being kept within the document with these features.”<sup>5</sup>

There are also commercial software solutions available. A brief listing follows:

Metadata Assistant <<http://www.payneconsulting.com/products/metadataretail/>>, Out-Of-Sight <<http://www.softwise.net/>>, and ezClean <<http://www.kklsoftware.com/products/ezClean/overview.asp>> for all Microsoft Office products and Workshare for Word documents only <<http://www.workshare.com/products/wsprofessional/default.aspx>>.

## FOOTNOTES

- <sup>1</sup> “ASIL Guide to Electronic Resources for International Law.” American Society of International Law. 15 March 2006. The American Society of International Law. 6 July 2006. <<http://www.asil.org/resource/home.htm>>.
- <sup>2</sup> Kennedy, Shirl. “Resource of the Week: ASIL Guide to Electronic Resources for International Law.” ResourceShelf. 6 July 2006. Researcha.com. 6 July 2006. <<http://www.resourceshelf.com/2006/07/06/resource-of-the-week-asil-guide-to-electronic-resources-for-international-law/>>.
- <sup>3</sup> Bates, Mary Ellen. “Search Tip of the Month.” Bates Information Services. June 2006. Bates Information Services, Inc. 3 July 2006. <<http://www.batesinfo.com/tip.html>>.
- <sup>4</sup> Nelson, Sharon D. and John W. Simek. “Shackled to Microsoft: What It Means to the Legal Profession.” Sensei Enterprises, Inc. 2006. Sensei Enterprises, Inc. 17 July 2006. <<http://www.senseient.com/default.asp?page=publications/article17.htm>>.
- <sup>5</sup> Pinnington, Dan. “Beware the Dangers of Metadata.” LAWPRO Magazine: The Many Faces of Fraud. June 2004. <<http://www.lawpro.ca/magazinearchives>>.

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